

No Name Club: Administration Manager **(<https://www.activelink.ie/node/108996>)**



Position: Administration Manager

Location: Fully Remote

Reporting to: Operations Manager on behalf of No Name Club Board of Directors

Salary: €15.90 per hour

Hours: 5 days – 39hrs (Flexibility required – occasional Weekends/evenings)

Duration: 12-month contract from commencement date. (6 months' probationary period - subject to satisfactory performance. Monthly review)

Purpose of the Post:

To provide administrative management/support for No Name Club

Summary:

General office administration duties supporting the Operations Manager, No Name Club Board, No Name Staff, No Name clubs and volunteers in the running of all aspects of No Name Club.

Wide-ranging and multi-faceted duties supporting the key areas of administration.

The responsibilities of the role will require you to work closely with several teams in our organisation and on several projects & events.

Job Description:

Administration Support

- To provide a first point of contact service for all Staff, Volunteers, Board and members of the public
- Administrator role on social media platforms, providing content, messaging and other communications as required
- To support general research and analysis work
- Provide support in producing NNC surveys/reports, club surveys and newsletters.
- Maintain files and records for NNC, updating all paperwork as required for No Name Club.
- Organise content for the NNC website, newsletters and other communication platforms
- To work in effective collaboration with clubs, club support officers, sub-committees, Youth Council & volunteers to ensure effective club communication and interactions as directed by the operations manager
- Any other communications tasks as directed by the Operations Manager
- To provide general office administration support to the organisation.
- Support compliance with NNC policies and procedures
- To work in line with NNC's Mission, Vision and Values always
- To produce reports, briefings, newsletters and other materials as required
- Provide support for our National Events & Conferences

- Any other administrative tasks as directed by the Operations Manager

The Person:

Essential

- Proactive and self-motivated individual with excellent organisational, communication, administration, and time-management skills.
- Experience of current social media trends & innovations.
- Experience of working on communications and social media projects.
- Ability to maintain excellent records.
- Ability to work across a range of work tasks, managing to deadlines and prioritising your workload.
- Ability to collaborate with others and work in a team.
- IT literate to a high standard.
- Excellent attention to detail & evidence of well-developed writing skills.
- Commitment to teamwork and supporting others to action organisation objectives and continually develop skills in response to changing work demands.

Desirable

- Experience in creating, maintaining, and administration of websites.
- Experience in creating, maintaining and administration of social media posts & platforms.
- Experience with Podcasts or producing blogs or written content for newsletters.
- Experience working with young people and/or youth councils.
- Broad understanding of youth issues in Ireland.

Education

- Relevant Qualification (NFQ Level 6 or higher) in communications, administration or other relevant qualification.

Work Experience

- Previous Volunteer/Youth engagement experience relevant to the post would be an advantage.
- Previous experience in general office administration
- Previous experience in a communications role

Email cover letter and CV to: jwilliams@nonameclub.ie (mailto:jwilliams@nonameclub.ie)

Please insert "Administration Manager" in subject line of the email.

Shortlisting will apply. Selected candidates will be invited for interview.

Canvassing will disqualify you for post.

Closing date for applications: July 9th, 2024.

Region

Remote

Date Entered/Updated

17th Jun, 2024

Expiry Date

9th Jul, 2024

Source URL: <https://www.activelink.ie/vacancies/children-youth/108996-no-name-club-administration-manager>